

REPOST

OFFICE OF THE STATE COMPTROLLER

JOB OPPORTUNITY

PAYROLL EXAMINER 1

PAYROLL SERVICES DIVISION

(Previous applicants need not re-apply).

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Examination List
Location: 55 Elm Street, Hartford, CT
Job Posting No: 770
Hours: Full-Time (40 hours per week)
Salary: \$44,601 (CL15) Starting Annual Salary
Closing Date: **Wednesday, September 16, 2015** - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Payroll Examiner 1** position within the Payroll Services Division (PSD). The selected candidate will be accountable for examining state payrolls and supporting documentation.

Eligibility Requirement: Candidates must have applied for and passed the **Payroll Clerk** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Responsible to ensure all vendor payments are processed, balanced and submitted in a timely manner, which include, Child Support Payments, IRS Payments, Department of Revenue Services (DRS) Payments, and Court ordered payments, and creditors (State Marshal warrants, State and Federal tax warrants), and also Benefits Vendors; maintain and process all new and current vendors for the Centralized State Garnishment Unit, which resides in the Payroll Services Division; back-up and/or assist in the examining of payrolls for compliance with Statutory and Regulatory requirements; exam all incoming documents and materials, including legal documents for our centralized state garnishment unit, for accuracy and completeness, implementing necessary corrections to an Agencies Payroll Transactions; review all changes on payroll, making corrections and contacting Agency personnel for clarification and additional information as necessary, by performing technical and complex clerical work activities related to electronic data processing (Oracle/PeopleSoft); reissue current and prior year W-2's for state agencies and/or employee's request; must research Payroll records to ensure accuracy for all incoming W-2's requests; back-up for the processing of Retirement and Benefits Overrides (Retirement and Health Benefits transactions) and performs related duties as required.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- **Knowledge of Auditing Skills;**
- **Excellent Oral & Written Communication Skills;**
- **Proficient with Excel, Access, PeopleSoft;**
- **Knowledge of Basic Accounting and Bookkeeping Principles and Procedures.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Administrative Services Division - Human Resources Unit
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: 860-702-3324
OR
Email: OSC.HR@ct.gov (Preferred Method)

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.